


TRANSMITTAL SLIP		DATE 22 NOV 1983
TO: EO/DDA ^{23 NOV 1983} - Fye		
ROOM NO.	BUILDING	
REMARKS: Registry		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE 16 SEP 1975
TO: C/PS		
ROOM NO.	BUILDING	
REMARKS:		
<p>In h Roxane.</p> <p>Return to EO/DDA</p> 		
FROM: GDB		
ROOM NO.	BUILDING	EXTENSION

STAT

Approved For Release 2008/03/04 : CIA-RDP85B01152R000801010024-4

Page Denied

Approved For Release 2008/03/04 : CIA-RDP85B01152R000801010024-4

EXDIR SCHEDULING

- Request for ☐ Appointment with
☐ Decision Brief
☒ Informational Brief

Name/Organ:

Subject: "Automating of Records Management and Registries"

Date: Tuesday, 13 September

Time: 1-2:00

Location: DCI CR

Attendees:

Remarks: He will have view graphs (DCIySec will have
vugraph machine available)

Point of Contact:

EXDIR DECISION

E

- ☒ OK to Schedule
☐ Coordination required
☐ Back-up paper desired
☐ Include following people: _____
☐ DO NOT SCHEDULE
☐ Re-Schedule to _____

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Development of Automated Registry Systems

DD/A Registry

FROM:

Director of Information Services
1206 Ames Building

EXTENSION

2648

NO.

8303087

DATE

25 AUG 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. A/ Executive Officer
to the DDA25 AUG
198326 AUG
1983

29

2.

3.

EO

29 AUG
1983

76

4.

EA/EXDIR
7E-12

5.

~~Registry~~

6.

ED/DDA

29 AUG
1983

7.

8.

9.

10.

11.

12.

13.

14.

15.

3-4: [redacted]

This is a pkg of
material re automated
registries for Mr.
[redacted] — does he
still want a briefing
on this subject?

25X1



DD/A Registry

OIS 83-556

83-3087

25 AUG 1983

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

Director of Information Services

SUBJECT: Development of Automated Registry Systems

1. For the purposes of transmitting this material we feel that some background on the evolution of The Records Information System (TRIS) may be appropriate. The current blueprint for the full development of an Agency automated records accounting system is contained in Tab A. In addition, recent audits that have been conducted have shown the need for an automated system.

2. For example, after study of the Office of Sigint Operations (OSO)/DS&T requirements and the current procedures followed in their registry, it was concluded that an automated information management system, which was compatible with other systems to be developed within DS&T, was needed. As requirements and procedures are established they should be considered for inclusion in the Common-Use Automated Registry System (CARS) and thus afford OSO the opportunity for inclusion in an Agency-wide document accounting system.

3. A similar audit of the Office of Current Production and Analytic Support (CPAS)/DI Registry resulted in the recommendation that the automated document control system, currently available from the Office of Data Processing (ODP), be installed in CPAS to facilitate improved document tracking and control. This system could be modified later to be a standard CARS which would permit tracking a document from its creation to its final disposition.

4. Another audit of the Office of Security (OS) Registry generated the recommendation that their efforts at automated information management be made compatible with an Agency standard automated registry system such as CARS. In order to use CARS, a registry must follow certain data element standards and terminal menu formats. This would enable OS to participate in the automated interchange among Agency components of document accounting information that is planned for the future.

5. Additional information on the events leading to the program for developing an automated registry capability is contained in the following paragraphs:

BACKGROUND

a. In 1976 the Information Systems Analysis Staff (ISAS), a predecessor to the Information Services Staff (ISS) and currently OIS, became concerned over the number of computer-based records management systems in use and under development throughout the Agency. As a result, ISAS requested ODP to "review the scope of ADP resources allocated to computer-based records management systems, and evaluate the feasibility of recasting some into a data base management system for records information." ODP agreed that a review should be made but lacked the manpower and proposed that ISAS develop the requirements. ISAS started the review but other records management projects took priority.

b. However, thinking along the lines of a dedicated records system continued and in March 1978 ISAS proposed to ODP that it provide programming support necessary to produce TRIS. Again, higher priorities stalled the project. During this period smaller programs were begun for use at the Agency Archives and Records Center. Some of these programs later were defined as key elements of TRIS. The first system begun was the Archives and Records Center Inventory System (ARCINS) in late 1978. This was followed early in 1979 by development of the Records Center and Archives Management System (RAMS) (see Tab B).

c. Later in 1979 a CARS Task Force (see Tab C), involving representatives from OIS, ODP, and the Office of Central Reference/DI, was established under our sponsorship to produce guidelines for the development of automated registry systems. Two significant accomplishments resulted from the work of the task force. First, the guidelines establishing data element standards were published on 30 April 1980 and forwarded to all Agency records management officers. Second, the design of automated registries now could be treated as a single application. Before ODP's involvement in the CARS Task Force, applications for automating registries were handled by different ODP officers according to their availability and the workload in their branch. Each registry had been developed as a tailor-made project to suit user requirements with no emphasis placed on standardization of data to permit compatibility with other registries or other records management sub-systems.

d. By 1980, with the renewed emphasis on standardization, the following ISS sub-systems had been developed and all were envisioned as being part of TRIS:

ARCINS	Archives and Records Center Inventory System
RAMS	Records Center and Archives Management System
FARMS	Forms and Reports Management
DARE	Declassification and Review
DECAL	Declassification under FOIA
IP-LOG	Information and Privacy Log
MIC	Micrographics (Equipment) Inventory Control

e. Prior to the 1980 CARS Task Force guidelines, the focus of TRIS was primarily on building systems to control inactive records. The product is seen in ARCINS, RAMS, and DARE. After April 1980, emphasis turned to expand TRIS into the active records environment.

f. In August 1980, OIS and the MI Career Sub-group were established within the DDA. OIS incorporated the functions of ISS and, with the exception of the DO and NPIC, acquired the personnel assigned to registry positions throughout the Agency. In June 1981, OIS assumed from OS responsibility for the Top Secret Control Automated Data System (TSCADS), an off-line system developed in 1976 to control Top Secret collateral documents.

g. In 1981 the Directors of ODP and OIS proposed to the DDA a program to enhance the ability of the Records Management Division/OIS to design, develop, and manage TRIS. In October 1981 the Director, ODP agreed that ODP and OIS "would jointly begin the support to TRIS by forming a two-person team to draft a broad system description that could form a basis on which to proceed with a formal system development effort." He also agreed that the prime responsibility for managing complex automated systems would remain in ODP and that OIS' role should be to develop customer requirements.

h. Continued study on the problems involved resulted in the publication of a TRIS Mission Need Statement (see Tab D) in June 1982 with the approval of the Directors of ODP and OIS. The document delineated the many records accounting problems encountered by Agency registries, stated the major TRIS objectives, and listed the many benefits that such a system could provide. An organization was established in OIS to concentrate on development of the program and accelerate the application of its benefits.

i. A temporary setback to TRIS occurred when funding, mostly for outside contractor support, was excluded from the Agency FY 1984 budget. Because of this, the broad objectives were deemphasized and the development of CARS received renewed emphasis. CARS would become Phase I of TRIS and the Initial Operating Capability for CARS was planned for June 1983, followed by a linkup with ARCINS and RAMS. Subsequently, ODP's TRIS program manager and the CARS project officer were reassigned due to other priorities and the ODP support ceased.

j. During 1982 by mutual agreement between the Office Directors, the program responsibilities for the development of TRIS, including budgeting for funds and personnel, were transferred from ODP to OIS. Since TRIS is a records and information management project, it was agreed that it would be more appropriate in the OIS budget and that ODP would provide support for software development and technical advice and guidance.

k. Since that time, OIS has determined, during a program review, that TRIS' parameters had been ill-defined, have changed over time, and included extraneous objectives to the requirements for records information control and retrieval. Consequently, OIS now has focused TRIS on those sub-systems (CARS, ARCINS, and RAMS) that are essential to records and information management activities and has reorganized one of its branches to assume management control over TRIS development. TRIS, of course, will need strong and continuing programmer support from ODP utilizing its careerists on rotational assignment with OIS.

6. This paper presents a brief summary of the events involved in the development of the Agency's first automated records accounting system. As the program continues to progress, additional reports will be provided to the DDA.

STAT

Attachments:
As stated